

## TABLE OF CONTENTS

	<u>Page</u>
C.1 BACKGROUND .....	C - 1
C.2 OBJECTIVE .....	C - 2
C.3 MANDATORY REQUIREMENTS .....	C - 2
C.3.1 Minimum Mandatory Requirements .....	C - 2
C.4 BENEFITS ADVISORY AND ADMINISTRATOR SERVICES .....	C - 2
C.4.1. Specified Employee Benefit Plans .....	C - 3
C.4.2. Compliance Analysis and Document Review .....	C - 4
C.4.3. Communications and Training .....	C - 4
C.4.4. Actuarial Analyses of the Benefit Plans .....	C - 5
C.4.5 Benefit Administrator Services .....	C - 5
C.5 CONTRACT MANAGEMENT .....	C - 5
C.5.1 Project Manager .....	C - 6
C.5.2 Project Manager, CO, and COTR Meetings .....	C - 6
C.5.3 Reports .....	C - 6

## **Judiciary Benefit Plan**

### **SECTION C - SPECIFICATIONS**

#### **C.1 BACKGROUND**

Established as the third branch of the U.S. government under Article III of the Constitution, the federal judiciary is composed of federal courts throughout the United States, including the Supreme Court, U.S. Courts of Appeals, U.S. District Courts, and U.S. Bankruptcy Courts. The federal probation system, pretrial services program, and federal defenders program are also nationwide elements of the federal judiciary.

The judicial branch includes three Washington, D.C.-based organizations: the Federal Judicial Center, the Judiciary's research and training element; the U.S. Sentencing Commission, which establishes criminal sentencing policies; and the largest--the Administrative Office of the U.S. Courts, the administrative arm of the federal judiciary.

The Administrative Office is devoted to serving the courts in fulfilling the federal judicial system's critical mission, which is providing justice to the citizens of this country. The agency provides service to the federal courts in three essential areas: administrative support, program management, and policy development. It is charged with implementing the policies of the Judicial Conference of the United States and supporting the network of Conference committees. And, it is the focal point for Judiciary communication, information, program leadership, and administrative reform.

Although this has been the agency's basic mission since it was created in 1939, changing judicial needs over the years have significantly altered its function and structure. In 1940, the Administrative Office staff consisted of some 70 employees providing basic administrative support to about 1,800 judiciary employees. Today, over 900 employees provide a broad array of support services to the Judicial Conference and its committees, as well as to the 2,000 judges and 28,000 judiciary employees working in more than 800 locations throughout the United States and its territories.

A goal of the judiciary's is to be a model employer. As such, the judiciary has a fundamental interest in the general welfare of its employees. Therefore, it is the principle of employee advocacy that guides the development of the benefits' program. Development and implementation of the benefits' programs represent a cultural change for the judiciary. It is paramount that this philosophy guides the judiciary in this endeavor and that the responsibilities attendant to moving the Administrative Office from its role as the conduit of benefit information to being responsible for the procurement of benefits be recognized.

On August 1, 1996, the Judicial Resources Committee of the Judicial Conference approved a proposal by the Director of the Administrative Office that a benefits consultant be retained to evaluate the benefits package provided to judiciary employees. The results of the assessment of the federal benefits package showed a gap in the benefits provided in relation to other similarly situated organizations.

## **C.2 OBJECTIVE**

The proposed contract(s) will enable the Administrative Office to obtain analytical, advisory, compliance support services for employee benefit plans and administration of the supplemental benefits plans offered to judiciary employees. The employee benefits plans may include but are not limited to: Dental; Health Care; Long-term and Short-term Disability; Vision; Life Insurance and Accidental Death and Dismemberment Benefit; 401(k); Professional Liability; Prescription Drug and Leave Program and Paid Time Off.

## **C.3 MANDATORY REQUIREMENTS**

### **C.3.1 Minimum Mandatory Requirements**

Prospective offerors must **PASS** the following minimum mandatory requirements:

C.3.1.1 The Offeror shall have at least ten years of experience providing employee benefits advisory services to nationwide organizations with a minimum of 30,000 employees, with an increasing client base.

C.3.1.2 The Offeror has successfully performed the requirements of Section C for at least three other clients over the past five years.

## **C.4 BENEFITS ADVISORY AND ADMINISTRATOR SERVICES**

The Contractor shall assist in the design of various employee benefits' programs and evaluation of possible carriers/providers; perform actuarial, compliance, and business analyses of benefit programs; prepare plan documents; and provide program development and implementation services. Task orders will be written by the Administrative Office to obtain these services for the benefits' programs.

**C.4.1. Specified Employee Benefit Plans**

The Contractor shall provide support for the specified benefits plans, that at a minimum include: Dental; Health Care; Long-term and Short-term Disability; Vision; Life Insurance and Accidental Death and Dismemberment Benefit; 401(k); Professional Liability; Prescription Drug and Leave Program and Paid Time Off.

The Contractor shall provide the following services when requested for a specific benefit plan.

1. *Comparative Analysis:* A detailed comparative analysis shall be performed of the specified benefits currently available to judiciary employees and the specified benefits available to similarly situated groups and best practices in providing employee benefits.
2. *Plan Design:* The Contractor shall perform a detailed plan design analysis and develop a plan design. The plan design will define the requirements of the program after examining the workforce demographic and geographic status.
3. *Evaluation of Carriers/Providers:* The Contractor shall conduct an in-depth evaluation of the top carriers/providers (from the Plan Design phase -- Section C.4.1(2), above). The in-depth analysis of each carrier shall be provided in a clear, concise, and easy-to-read format.
4. *Cost Analysis of The Top Carriers/Providers:* The Contractor shall provide information regarding the carrier's cost analysis in a matrix format. The matrix will show the cost element for each benefit, the administrative costs, and the communication costs for the specified benefit plan.
5. *Implementation and Communication Strategy:* The Contractor shall provide an implementation and communication strategy and plan for delivering the benefit to the 30,000 judiciary employees at over 800 locations. The strategy and plan shall address the methods to be used for the implementation and communication through employee meetings, written materials, web-based materials, and video/teleconferencing, and shall include an implementation schedule, management controls, and design of a control document.
6. *Alternatives for Benefit Plan Funding and Administration:* The Contractor shall provide an analysis of various funding methods with alternatives for on-going administration of the specified benefit plan. For any specific benefit, the Contractor shall perform a cost analysis of the specified benefit program, outlining the pros and cons to the judiciary and the judiciary workforce. The Contractor shall conduct an administrative assessment to determine payroll and accounting interfaces and workflow process design.

7. *Plan Document:* The Contractor shall write the plan document and any other relative plan policy documents and submit them to the Administrative Office for review and approval. The Contractor shall make any required changes.

#### **C.4.2. Compliance Analysis and Document Review**

1. *Compliance Analysis:* The Contractor shall conduct a compliance review and analysis of the specified benefit to ensure that the benefit plan design meets controlling laws and regulations.

2. *Document Preparation and Review.* The Contractor shall prepare all plan documents for specified benefit plans, shall review all documents -- including employee communications documents -- to ensure compliance with all applicable law and regulations; and shall provide a clipping service and legal analysis on questions regarding employee benefit laws and regulations.

#### **C.4.3. Communications and Training**

1. *Comprehensive communication strategy and material development.* The Contractor shall develop a comprehensive communication strategy and develop materials geared toward the two different audiences - the employees and the Benefit Coordinators. The materials for the employees should assist them in making informed decisions. The materials for the Benefit Coordinators should emphasize their role as counselors to the employees and be effective informational/reference tools. The Contractor shall:

- (a) Review the demographics and system capabilities of the judiciary and develop a comprehensive communication strategy and a training curriculum for both audiences - the employees and the Benefit Coordinators, employing the full range of communications tools and techniques.
- (b) Develop all materials for these tools and techniques listed that focus on each audience - the employees and the Benefit Coordinators.

2. *Web site:* The Contractor shall maintain the Benefits Office web site for the judiciary.

#### **C.4.4. Actuarial Analyses of the Benefit Plans**

The Contractor shall conduct actuarial analyses of the specified benefit's plan. In conducting the analyses the Contractor shall:

1. Use reasonable actuarial assumptions and methods, analyze the specified benefits plan's past experience and anticipated experience to determine the specified benefit plan's financial solvency.
2. Determine reasonable levels of reserves for insured and self-insured plans.
3. Prepare reports and documents in plain English that set forth the actuarial findings and recommendations.
4. Prepare and conduct an oral presentation of the actuarial analysis to various members of the Executive Management Group, the Administrative Office, and judicial officers.

#### **C.4.5 Benefit Administrator Services**

The Contractor shall provide the on-going, day-to day administration of the specified supplemental benefit plans offered to judiciary employees. These plans may include, but are not limited to dental, vision, and disability.

### **C.5 CONTRACT MANAGEMENT**

The Contractor shall be responsible for managing and overseeing the activities of all Contractor personnel, and subcontractor efforts used in performance of this contract. The Contractor's management responsibilities shall include all activities necessary to ensure the accomplishment of timely and effective support, performed according to the requirements contained in the statement of work and individual task orders. Resumes submitted for employees assigned to work on tasks performed under this contract shall contain documented experience directly applicable to the tasks and functions to be performed before performing services under this contract. Prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the tasks and functions assigned. Specific personnel requirements, by labor category, are contained in Section B. Section H.3 identifies Contractor responsibilities.

#### **C.5.1 Project Manager**

The Contractor shall provide a project manager to facilitate Government-Contractor communications. The Project Manager shall be the primary technical and managerial interface between the Contractor and Contracting Officer (CO) and the COTR located at the Administrative Office in Washington, D.C.

**C.5.2 Project Manager, CO, and COTR Meetings**

The Contractor's Project Manager shall meet with the CO/COTR as necessary to maintain satisfactory contract performance and to resolve other issues pertaining to contract administration and Government/Contractor procedures. At these meetings, a mutual effort will be made to resolve any problems identified. Written minutes of these meetings shall be prepared by the Contractor, signed by the Contractor's designated representative, and furnished to the Government within two (2) workdays of the subject meeting.

**C.5.3 Reports**

The Contractor shall submit to the COTR the reports identified in Section F. The Government reserves the right to change, modify, delete, or add report requirements for compliance by the Contractor, as may be required for administrative purposes. The addition, deletion, or modification of a report, required by this contract, shall be subject to agreement between the Government and the Contractor.